

## LEGAL NOTICE

### REQUEST FOR PROPOSALS

The Arlington Redevelopment Board is seeking proposals for the following:

**Lease of Space (Office 128) at Central School Building**  
**RFP #14-42**

The Arlington Redevelopment Board is requesting proposals from qualified individuals and firms for the lease of 300 square feet, more or less, of space within a building, located at 20 Academy Street , for a period of three years.

Proposals are invited and will be received by the Purchasing Director, Town of Arlington, Massachusetts on or before **1:00 P. M., Monday, December 3, 2014** at the Town Manager's/Purchasing Office, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Six (6) copies of the Technical Proposal shall be submitted in six (6) sealed envelopes marked RFP #14-42, TECHNICAL PROPOSAL TO LEASE 20 ACADEMY STREET(Office128), ARLINGTON, MA. One (1) copy of the Price Proposal shall be submitted in a sealed envelope marked RFP #14-42, PRICE PROPOSAL TO LEASE 20 ACADEMY STREET(Office 128), ARLINGTON, MA.

**Pre-bid site visit will be held on Thursday November 13, 2014 at 11:00 AM, Central School Building, 20 Academy Street, Arlington, MA Main Entrance.**

Proposals delivered after the appointed time and date will not be considered.

A copy of the RFP packet outlining the requirements for submission is now available at the Town Manager's/Purchasing Office, Second Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476, from 8 a.m. to 4 p.m. Mondays through Wednesdays, 8 a.m. to 7 p.m. Thursdays, and 8 a.m. to noon Fridays and the Town Website: [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). For information please contact Carol Kowalski at 781-316-3092 or [ckowalski@town.arlington.ma.us](mailto:ckowalski@town.arlington.ma.us).

The Arlington Redevelopment Board reserves the right to cancel any request for proposals, to reject in whole or in part, any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

ARLINGTON ARLINGTON REDEVELOPMENT BOARD

Carol Kowalski  
Secretary ex officio  
October 14, 2014

**REQUEST FOR PROPOSALS PACKET**  
**FOR THE LEASE OF**  
**OFFICE 128 – CENTRAL SCHOOL**  
**20 ACADEMY STREET**  
**TOWN OF ARLINGTON, MASSACHUSETTS**

**October 14, 2014**

## REQUEST FOR PROPOSALS

FOR LEASE OF OFFICE 128 AT  
20 ACADEMY STREET  
TOWN OF ARLINGTON, MASSACHUSETTS

### TABLE OF CONTENTS

I.	Introduction .....	1
II.	Goals.....	1
III.	Required Submittals.....	2
IV.	General Procedures.....	3
V.	Evaluation Procedures .....	5
VI.	Minimum Quality Criteria .....	6
VII.	Comparative Quality Evaluation Criteria.....	6
VIII.	Rent Evaluation Criterion .....	8
IX.	Rule for Award of Lease.....	8
X.	Lease Terms .....	8

### Forms

Disclosure of Beneficial Interests Statement  
Certificate of Non-collusion  
Certificate of Tax Compliance  
References  
Rent Proposal  
Zoning Compliance Statement  
Proposed Changes to Model Lease

### Attachments:

Model Lease  
Floor and Site Plans  
Proposal Cover Sheet

## REQUEST FOR PROPOSALS

### FOR LEASE OF OFFICE 128 AT THE CENTRAL SCHOOL SCHOOL BUILDING TOWN OF ARLINGTON, MASSACHUSETTS

#### I. Introduction

The Arlington Redevelopment Board is making this public offering for a single lessee to rent **300 square feet more or less** of space at the Central School Building (Arlington Multi-Purpose Senior Center). The space will be offered for a three-year period, more or less, commencing January 1, 2015.

Transportation access is by Exit 59, State Route 2 (1 mile from site); by Massachusetts Avenue (500 feet from site), MBTA Alewife station (<3 miles from site), and MBTA bus route 77 (1/2 mile from site). The neighborhood includes office, retail, residential, and restaurant uses within walking distance.

The streets bounding the property are developed primarily as residential, single-family homes. The neighborhood is adequately illuminated at night, with civic, social, shopping and dining activity during both the daytime and evening.

The building was constructed in 1928 and was last renovated in 1972.

#### II. Goals

The Arlington Redevelopment Board has established the following goals for the leasing of the available space in the Central School Building:

1. Lease the space for as long as possible, up to a maximum of five (5) years, with an option exercisable by the Arlington Redevelopment Board and the tenant for an additional two (2) years;
2. Execute the lease as soon as possible;
3. Execute a lease that includes the fewest changes to the Model Lease;
4. Ensure that the use of the property is consistent with the purpose of the building as a multi-purpose building for all Arlington seniors and other public groups, including existing tenants and local government functions.
5. Ensure that the use of the space preserves the integrity of the Central School property, with minimal disruption to the residential and institutional properties in the neighborhood;

5. Lease the space "as is"; any renovations or changes to the space or building must be approved by the Arlington Redevelopment Board, and the tenant must pay the cost of such renovations or changes; and,
6. All uses of the space must comply with relevant laws, regulations, and permits granted by appropriate boards and commissions, and must be permitted by the Town as required.
7. The Fixed Rent, as defined in the Model Lease, must be no less than \$9.10 per square foot of building space to be leased.
8. The Town requires an annual Capital Contribution to be paid to offset the costs of maintaining the building. The annual Capital Contribution is equal to \$0.50 per square foot of the Demised Premises.

### **III. Required Submittals**

To be responsive, each prospective proposer must submit four (4) copies of the proposal, and include all of the information listed below. Each of the four (4) copies of the proposal must be inserted into a single sealed envelope marked RFP #13-47, PROPOSAL TO LEASE SPACE A, CENTRAL SCHOOL BUILDING, ARLINGTON, MA; number each envelope #1, #2, #3, and #4.

All of the following information must be included in each copy of the proposal *in the following order (if any item is not applicable, include a statement that the item is not applicable)*:

1. The completed proposal cover page (see attachment).
2. A table of contents with page numbers.
3. The name and address of the proposed lessee, and brief description of the organization, including a copy of its articles of organization, corporate bylaws, and tax status; together with letters of interest, or other financial commitments, from financial organizations, if applicable.
4. If applicable, a certification executed by the secretary of the corporation indicating that the person signing the proposal has been authorized to do so by a vote of the board of directors. The proposal documents must be signed as follows: 1) if the proposer is an individual, by him or her personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and, 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested by the clerk/secretary of the corporation, and the corporate seal affixed.

5. A fully executed copy of the Disclosure of Beneficial Interests Statement, a blank of which is attached (see MGL c. 7, s. 40J).
6. A fully executed copy of the Certificate of Non-collusion form, a blank of which is attached (see MGL c. 268A).
7. A fully executed copy of a Certificate of Tax Compliance form, a blank of which is attached (see MGL c. 62C, s. 49A).
8. The completed References form, a blank of which is attached.
9. The fully executed Rent Proposal form, a blank of which is attached.
10. A fully executed Zoning Compliance Statement, a blank of which is attached; together with a statement indicating that the use proposed by the prospective tenant will comply with all applicable laws, regulations, and permits.
11. A completed Proposed Changes to Model Lease form, a blank of which is attached.
12. An explanation of how the proposal complies with each of the Minimum Quality Criteria listed in **Section VI**, Minimum Quality Criteria, below.
13. An explanation of the level (highly advantageous, advantageous, etc.) at which the proposal complies with each of the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below, including a clear explanation of the tenant's objectives for the use of the property, including specific actions showing how the tenant proposes to integrate its use into the existing uses in the building, and into the character of the surrounding neighborhood, with minimal disruption.
14. A written description of how the tenant proposes to configure the space, together with a copy of the floor plan of the space, which is included in the RFP packet. Mark the plan to show precisely how the tenant proposes to configure the space.
15. A statement indicating the hours of operation, the number of employees on the site at any time, the number of parking spaces required by employees by the time of day, and the number of visitors or customers expected by the time of the day, and their parking requirements. Prospective tenants who are already tenants of the building should use historical data based on the last ten (10) years.

#### **IV. General Procedures**

A legal advertisement noticing the availability of this RFP has been placed in The Arlington Advocate on October 23, 2014, and October 30, 2014, and in the state Central

Register on October 22, 2014. In addition, notice of the availability of this RFP has been conspicuously posted at the Arlington Town Hall since October .

Those wishing to submit a proposal must obtain a copy of the RFP packet. The RFP packet is now available at the Town Manager/Purchasing Department, Second Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, Massachusetts 02476, between the hours of 8:00 a.m. and 4:00 p.m., Mondays through Wednesdays; 8:00 a.m. and 7:00 p.m. on Thursdays; and 8:00 a.m. and noon on Fridays. Proposers may also request that a copy of the RFP packet be mailed or emailed.

The Arlington Redevelopment Board will conduct a tour of the property commencing at 11:00 a.m. on November 13, 2014; the tour will commence at 27 Maple Street entrance of the Central School property (note that parking is limited). All those submitting proposals are encouraged to attend the tour. Contact Amy Fidalgo at 781-316-30094 or [afidalgo@town.arlington.ma.us](mailto:afidalgo@town.arlington.ma.us) for information on the tour.

Proposals are invited and must be received on or before 2 p.m., Wednesday, December 3, 2014 at the Town Manager/Purchasing Department, First Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals received later than this time and date will be returned unopened as non-responsive. All times will be ascertained by reference to the date and time clock utilized by the Town Manager/Purchasing Office.

If, at the time of the scheduled opening of the proposals, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening of the proposals will be postponed until 11 a.m. on the next normal business day. Proposals will continue to be accepted until that time.

A proposer may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening of the proposals. Each modification to proposals must be submitted in a sealed envelope clearly labeled "Modification #14-42." Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of the proposals, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the proposer will be allowed to correct them. Minor informalities are minor deviations, insignificant mistakes, and matters of form rather than substance, of the proposal, that can be waived or corrected without prejudice to other offerors, potential offerors, or the Town of Arlington. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

The lease must be executed within one hundred twenty (120) days after the opening of the proposals. The time for execution of the lease may be extended by mutual agreement of the parties for up to forty-five (45) additional days.

All rents submitted in response to this RFP must remain firm until the execution of the lease.

The Town may cancel this RFP, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

The Town also reserves the right to select the winning proposal based on the evaluation of the proposer's overall submittal, and the extent to which the proposal meets the evaluation criteria in this RFP. Thus, the Town may exercise its right to select a proposal that may not have offered the highest rent.

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed, faxed, or emailed to all proposers on record as having picked up the RFP.

Questions concerning this RFP must be submitted in writing to: Carol Kowalski, Secretary ex officio, Department of Planning & Community Development, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476. Questions may be delivered or mailed to this address; or faxed to 781-316-3112 (clearly addressed to Carol Kowalski); or emailed to ckowalski@town.arlington.ma.us. All questions must be received by 4 p.m. on December 1, 2014. Written responses will be mailed, faxed, or emailed after this deadline to all proposers on record as having picked up the RFP.

## V. Evaluation Procedures

The Department of Planning & Community Development will screen the proposals for completeness. Proposals deemed to be incomplete will be rejected. The Department of Planning & Community Development will then review each completed proposal to ensure that it meets all of the minimum quality criteria listed in **Section VI**, Minimum Quality Criteria, below. Those proposals that meet all of the minimum quality criteria, and that are determined to be responsive, will be further reviewed using the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below.

The Director and Assistant Director will rate each of the first seven (7) mandatory Comparative Quality Evaluation Criteria listed below using the listed ratings. Once evaluated and rated with respect to the first seven (7) mandatory Comparative Quality Evaluation Criteria, the Director will then decide whether to conduct interviews of proposers. In either case listed immediately below, the Director and Assistant Director shall jointly evaluate and assign an overall rating to each proposal. The Director shall either:

Recommend to the Redevelopment Board which proposer to negotiate the lease with, based on the most advantageous overall ratings of the seven (7) mandatory Comparative Quality Criteria, and the Rent Evaluation Criterion; or,

Conduct the Optional Interview/Presentation jointly with a designee of the Redevelopment Board with the top-ranked proposers; and then recommend to the full Redevelopment Board which proposer to negotiate the lease with, based on the overall most advantageous ratings of all of the Comparative Quality Criteria, and on the Rent Evaluation Criterion.

Proposers are reminded that rent alone is not the final determining factor leading to the execution of the lease.

## **VI. Minimum Quality Criteria**

Following are the Minimum Quality Criteria that proposers must meet. Failure to meet these Minimum Quality Criteria will result in the immediate rejection of the proposal. Proposers must clearly indicate, and explain in detail, compliance with these Minimum Quality Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 12, above).

1. Proposers must meet all of the goals listed in **Section II**, Goals, above. In addition, proposers must comply with the requirements specified in **Section III**, Required Submittals, and **Section IV**, General Procedures, above;
2. Proposers must lease the space "as is"; any renovations or changes to the space or building must be approved by the Arlington Redevelopment Board, and the proposer must pay the cost of such renovations or changes;
3. Proposed uses of the space must comply with relevant laws, regulations, and permits granted by appropriate boards and commissions, and must be permissible by the Town as required;
4. The proposed Fixed Rent, as defined in the Model Lease, must be no less than \$9.10 per square foot of building space to be leased, plus .50 per square foot for the Capital Contribution.

## **VII. Comparative Quality Evaluation Criteria**

Each of the Comparative Quality Evaluation Criteria below may contain ratings of highly advantageous, advantageous, not advantageous, and unacceptable. Proposers must clearly indicate, and explain in detail, the level of compliance with these Comparative Quality Evaluation Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 13, above).

### **1. PROPOSED NUMBER OF TENANTS**

Highly Advantageous – One (1) tenant is proposed for the entire space.

Not Advantageous – Two (2) or more tenants are proposed for the entire space.

2. PROPOSED TERM OF LEASE

Highly Advantageous – A three (3)-year lease term is proposed.

Advantageous – Less than a three (3)-year lease term is proposed.

3. PROPOSED LEASE COMMENCEMENT DATE

Highly Advantageous – A lease commencement date of January 1, 2015.

Not Advantageous – A lease commencement date after January 1, 2015.

4. PROPOSED MODEL LEASE CHANGES

Highly Advantageous – No or very few substantive changes are proposed for the Model Lease.

Advantageous – Many substantive changes are proposed for the Model Lease.

Not Advantageous – An altogether different lease is proposed.

5. PROPOSED COMMUNITY BENEFITS

A. SERVICE TO ARLINGTON SENIORS

Highly Advantageous – Proposed use provides services and benefits for all Arlington seniors.

Advantageous – Proposed use provides benefits and services for some seniors or residents.

Not Advantageous – Proposed use will not focus on serving Arlington seniors.

C. How will the proposed use benefit or affect the neighborhood and residents in the immediate vicinity of the Central School?

Highly Advantageous – Proposed use benefits, or improves the neighborhood and residents in the immediate vicinity.

Advantageous – Proposed use does benefits but does not improve the neighborhood and residents in the immediate vicinity.

Not Advantageous – Proposed use does not benefit or improve the neighborhood and residents in the immediate vicinity.

D. How will the proposed use benefit or affect the existing occupants of the Central School?

Highly Advantageous – Proposed use benefits the existing occupants.

Advantageous – Proposed use is consistent with or similar to uses of existing occupants.

Not Advantageous – Proposed use does not benefit the existing occupants.

6. Has the proposer demonstrated sufficient financial resources to maintain rental and operating expenses?

Highly Advantageous – Proponent has demonstrated sufficient financial resources to maintain rental and operating expenses.

Not Advantageous – Proponent has not demonstrated sufficient financial resources to maintain rental and operating expenses.

## 7. LEVEL OF DISRUPTION CAUSED BY PROPOSED USE

Highly Advantageous – Proposed use is the same as or very similar to existing uses in the building, and does not potentially cause substantial disruption to existing uses or the neighborhood.

Advantageous – Proposed use, though not similar to existing uses in the building, is demonstrably not potentially a cause of substantial disruption to existing uses or the neighborhood.

Not Advantageous – Proposed use is not similar to existing uses in the building, and does potentially cause substantial disruption to existing uses or the neighborhood.

## 8. OPTIONAL INTERVIEW/PRESENTATION

Highly Advantageous – Well-designed, concise, original presentation, with specific focus on, and clarification of, the written proposal, made by prospective tenant; concise, “on-point” answers to questions

Advantageous – Average presentation, with general focus on, and clarification of, the written proposal, or average answers to questions, made by prospective tenants.

Not Advantageous – Poor presentation, with very little focus on, and clarification of, the written proposal, or poor answers to questions, made by prospective tenants.

## VIII. Rent Evaluation Criterion

Rent will be evaluated based on the highest proposed rent.

## IX. Rule for Award of Lease

The proposal selected for award of the lease will be the most advantageous proposal from a proposer who is both responsive and responsible, taking into consideration rent and all other evaluation criteria set forth in this RFP. A *responsive* proposer is one who meets all of the basic requirements as outlined in this RFP, and whose proposal contains the required information and properly executed forms; a *responsible* proposer is one who possesses the capability, integrity, and reliability to enter into a lease with the Town of Arlington.

## X. Lease Terms

The selected proposer shall execute a lease that is substantially based on the attached Model Lease.

**DISCLOSURE OF BENEFICIAL INTERESTS STATEMENT**  
**PARTY TO REAL PROPERTY TRANSACTION WITH A PUBLIC AGENCY**  
**M.G.L. c. 7(C), s. 38 (FORMERLY M.G.L. c. 7, s.40J)**

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains of perjury, the following information as required by law:

<b>REAL PROPERTY</b>	300 square feet, more or less, of space Central School Building property 20 Academy Street Arlington, MA 02476
<b>TERM OF LEASE</b>	5 years, more or less, plus Redevelopment Board option for up to 2 additional 2 yr-terms
<b>DISCLOSING PARTY</b>	Arlington Redevelopment Board      Disclosing Party is a Public Entity Town of Arlington Town Hall Annex 730 Massachusetts Avenue Arlington, MA 02476

**ROLE OF PARTY**       Lessor/Landlord       Lessee/Tenant  
(check appropriate)       Seller/Grantor       Buyer/Grantee  
                               Other (Please describe):

Names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7(C), s. 38, are hereby disclosed as follows (attach additional pages if necessary):

<u>Print Name</u>	<u>Address</u>
_____	_____
_____	_____

---

---

---

---

---

None of the aforementioned persons is an official elected to public office in the Town of Arlington, or an employee of the Town of Arlington, or is an employee of the Division of Capital Asset Management and Maintenance, except as follows (insert "none" if none):

**Print Name**

## Address

The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7(C), Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a

*time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

This statement is hereby signed under penalties of perjury.

---

Signature

---

Print Name

---

Title

---

Date Signed

## CERTIFICATE OF NON-COLLUSION

FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS

Pursuant to Massachusetts General Laws, Chapter 268A, I certify under penalties of perjury that this bid or proposal has been made and submitted in good faith, and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

---

Signature of Individual Submitting Proposal

---

Print Name of Individual Submitting Proposal

---

Print Name of Business

---

Date Signed

BY STATE LAW THIS  
NON-COLLUSION FORM  
MUST BE SIGNED AND  
SUBMITTED WITH THE BID  
OR PROPOSAL

## CERTIFICATE OF TAX COMPLIANCE

FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

Social Security Number or  
Federal Identification Number

---

Signature of Individual or Responsible  
Corporate Officer

---

Print Name of Individual or Responsible  
Corporate Officer

---

Date Signed

BY STATE LAW THIS  
CERTIFICATE OF TAX COMPLIANCE  
FORM MUST BE SIGNED AND  
SUBMITTED WITH THE BID  
OR PROPOSAL

## REFERENCES

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

Proposer: \_\_\_\_\_

Proposer must provide complete contact information for at least three (3) recent references, including current landlord, if applicable.

Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

Dates of relationship: \_\_\_\_\_

Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

Dates of relationship: \_\_\_\_\_

Reference:\_\_\_\_\_

Address:\_\_\_\_\_

Contact:\_\_\_\_\_

Phone:\_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

Dates of relationship:\_\_\_\_\_

Reference:\_\_\_\_\_

Address:\_\_\_\_\_

Contact:\_\_\_\_\_

Phone:\_\_\_\_\_

Description of relationship, including description of premises rented, if applicable:

---

---

---

---

---

---

Dates of relationship:\_\_\_\_\_

Duplicate and attach additional sheets as necessary

## **RENT PROPOSAL**

**REQUEST FOR PROPOSALS (RFP)  
FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

LESSOR: Arlington Redevelopment Board, Town of Arlington  
Town Hall Annex  
730 Massachusetts Avenue  
Arlington, MA 02476

LESSEE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREMISES: Central School Property  
20 Academy Street  
Arlington, MA 02474

**PROPOSED ANNUAL RENT (IN WORDS) \_\_\_\_\_**

**CAPITAL CONTRIBUTION .50 per square foot**

PROP. TERM +  
OPTION \_\_\_\_\_ yrs.+ \_\_\_\_\_ yrs.

**PROPOSED  
COMMENCEMENT DATE**

**PROPOSED  
TERMINATION DATE** June 30.

**RENT ADJUSTOR** Fixed rent is to be adjusted annually in accordance with the procedures set forth in Section 7, Annual Fixed Rent, of the Model Lease.

**OPERATING EXPENSES** Responsibility of tenant in accordance with Section 9, Operating Expenses, of the Model Lease

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

## ZONING COMPLIANCE STATEMENT

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

We have examined the Arlington Zoning Bylaw, and the Table of Use Regulations, Article 5 therein, under the R7 Apartment – High Density Zoning District. In our opinion, we qualify as Use # \_\_\_\_\_.

Describe below the aspects of the use that qualify it as Use # \_\_\_\_\_ (add sheet, if necessary).

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Signature

Title

---

Print Name

Date Signed

## **PROPOSED CHANGES TO MODEL LEASE**

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

The attached model lease is included to provide prospective tenants with the lease that represents substantially the lease that the Town intends to execute. Indicate below only the provisions that you would like to *substantially* change or eliminate, and provide only the *substantial* changes that you propose; include also any additional *substantial* requirements or provisions (add sheets if necessary). Proposed *substantial* changes:

#### **Proposed additional requirements or provisions:**

## **REQUEST FOR PROPOSALS**

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

**MODEL LEASE  
(ATTACHED)**

## **REQUEST FOR PROPOSALS**

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

**TOWN MEETING VOTE TO TRANSFER  
CENTRAL SCHOOL PROPERTY TO ARLINGTON REDEVELOPMENT BOARD  
(ATTACHED)**

## **REQUEST FOR PROPOSALS**

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

**SPECIAL PERMIT DECISION FOR  
CENTRAL SCHOOL PROPERTY  
(AVAILABLE UPON REQUEST)**

## **REQUEST FOR PROPOSALS**

**FOR LEASE OF OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
TOWN OF ARLINGTON, MASSACHUSETTS**

**FLOOR AND SITE PLANS FOR  
CENTRAL SCHOOL PROPERTY  
(AVAILABLE UPON REQUEST)**

COVER PAGE

**PROPOSAL FOR LEASE OF  
OFFICE 128 AT  
THE CENTRAL SCHOOL BUILDING  
20 Academy Street  
TOWN OF ARLINGTON, MASSACHUSETTS**

**Submitted by:**

---

---

---

---

(Name, Address, Telephone Number of Firm)

**Date Submitted:** \_\_\_\_\_

COVER PAGE

The substitute motion offered by Mrs. Binell, as amended by Mr. Murray, was declared carried by the Moderator on a voice vote. Thereupon, on the motion, as substituted, it was

VOTED: That the sum of \$1.00 be and hereby is appropriated to fund preliminary engineering work required to hold a public hearing relative to the possible acceptance of a private way known as Rublee Street; said sum to be raised by the general tax and expended under the direction of the Town Engineer.

There being no further business under Article 28, the Moderator declared it disposed of.

Miss Murdena A. Campbell, Precinct 14, requested permission to address the meeting so that she could correct an error she made at the previous meeting in reporting the vote on Article 13, the Uniform Classification Plan for Non-Academic Employees. Miss Campbell stated that Article 13 is legal but cannot be implemented at this time.

A motion was offered by Robert B. Walsh, Selectman and town meeting member in Precinct 18, seconded by John A. Mayer, to reconsider Article 13, at this time.

After a lengthy discussion, the motion offered by William F. Hayward, seconded by Frank L. Powers, to move the previous question, was declared carried unanimously by the Moderator on a voice vote.

The motion of Selectman Walsh to reconsider Article 13, was declared lost by the Moderator on a raising of hands. Thereupon, a standing vote was taken and 128 having voted in the affirmative and 39 in the negative reconsideration is approved.

Murdena A. Campbell requested permission of the meeting to withdraw Article 13. Lyman G. Judd, Jr., Precinct 7, objected to the withdrawal of Article 13.

The substitute motion of no action for that of the Finance Committee, as presented in the printed report, was declared out of order by the Moderator.

The motion offered by Frank L. Powers, Precinct 15, seconded by Stephen J. Conroy, to move the previous question, was declared carried unanimously by the Moderator on a voice vote. Thereupon, the Moderator declared the recommended vote of the Finance Committee lost on a voice vote.

There being no further business under Article 13, the Moderator declared it disposed of and may not be reconsidered.

The Moderator declared Article 29 to be now before the meeting.

ARTICLE 29. (Transfer of Jurisdiction of Russell Common)  
Edward T. M. Tsoi, Chairman of the Redevelopment Board, requested permission to withdraw Articles 29 and 30.

On the motion of Mr. Tsoi, it was

VOTED: That Articles 29 and 30 be withdrawn.

At this point a short recess was taken.

There being no objection to the request of Edward T. M. Tsoi, Chairman of the Redevelopment Board, permission was granted to discuss Articles 31, 32, 33 and 34 as a group.

ARTICLE 31. (Transfer of Jurisdiction of Central School)  
(Transfer of Jurisdiction of Central School)

A substitute motion was offered by Patricia B. Worden,

Precinct 8, seconded by Joanne T. Frederick.

ARTICLE 31. (Transfer of Jurisdiction of Central School)

ADJOURNED SPECIAL  
TOWN MEETING  
APRIL 5, 1982

After a lengthy discussion, the motion offered by John J. Deyst, Jr., Precinct 13, seconded by James E. Carter, to terminate debate was declared carried by the Moderator on a standing vote, 114 having voted in the affirmative and 20 in the negative.

The substitute motion offered by Mrs. Worden, was declared lost by the Moderator on a standing vote, 42 having voted in the affirmative and 101 in the negative. Thereupon, on the original motion of the Finance Committee, it was

VOTED: (Standing Vote, 114 in the affirmative and 26 in the negative) That the town hereby transfers the Central School and the Land appurtenant thereto from the jurisdiction of the Town Manager to the Redevelopment Board for redevelopment purposes.

There being no further business under Article 31, the Moderator declared it disposed of.

A motion was offered by Frank L. Powers, seconded by Karen Sands, to adjourn the meeting.

There were no notices of reconsideration served.

Thereupon, on the motion of Mr. Powers, it was

VOTED: That the meeting adjourn.

The meeting thereupon adjourned at 10:59 P.M. on Monday, April 5, 1982, until Wednesday evening, April 7, 1982, at 8:00 P.M.

A true record.

ATTEST:

*Christine S. Collehan*

Town Clerk

ADJOURNED ANNUAL TOWN MEETING-APRIL 7, 1982

Pursuant to the vote of adjournment of April 5, 1982, the town meeting members met in the Town Hall on Wednesday evening, April 7, 1982, to act upon the remaining Articles set forth in the Warrant for the Annual Town Meeting.

A list of the duly qualified town meeting members was used at the entrance to the meeting place.

The list contained the names of two hundred forty-seven (247) elected town meeting members qualified to participate in and vote in town meetings in Arlington.

The check list filed with the Town Clerk at the close of the meeting showed that one hundred six (106) elected town meeting members (43% of total 247) attended the meeting.

The meeting was called to order by the Moderator at 8:30 o'clock P.M.

ADJOURNED ANNUAL  
TOWN MEETING  
APRIL 7, 1982

TOWN MEETING MEMBER  
LISTS

CHECK LISTS

MEETING CALLED TO  
ORDER